

# RAHUL KUMAR PANDIT

## 👤 Profile

Hardworking Student seeking employment. • Bringing forth a motivated attitude and a variety of powerful skills. • Adept in various social media platforms and office technology programs. • Committed to utilizing my skills to further the mission of a company.

. Dynamic Executive with six years of experience helping organizations reach their full potential. • Adept in making key decisions and working with other professionals to achieve goals and solve problems.-

• Experienced in managing employee and community programs, and dedicated to successfully directing business operations.

Experienced and self-motivated Office Secretary with ten+ years of industry experience overseeing the main offices of schools. • Highly competent communicator skilled in multitasking and effectively communicating with others. • Bringing forth a proven track record of successfully managing offices, and helping to lead school professionals to work toward reaching goals.

## 📁 Employment History

**Pandit Electricals at owner, New Delhi**

2019 — 2021

**Saket Sales at Factory Manager , Baghpat**

2021 — Present

- Established sales goals by forecasting annual sales quotas and projecting expected sales volume for existing and new products.
- Worked to ensure a neat and attractive sales environment, and assisted in the setup of visual displays.
- Identified and maximized sales opportunities, and increased customer retention rates.
- Successfully managed a sales team of several people to meet and achieve sales goals.

## 🎓 Education

**10th, KSK Acadmey, New Delhi**

2012

- Sangam Vihar New Delhi
- Marks CGPA=5.6

**10+2, VCSG GOVT SCHOOL, New Delhi**

2014

- J Block Saket New Delhi
- Marks 60.40%

**BA(General), IEC University, Himachal Pradesh**

2016 — 2018

## Details

New Delhi

India

9911667740

rk9911667744@gmail.com

## Skills

Ability to Multitask

Leadership

Effective Time Management

Communication Skills

Adaptability

Fast Learner

Computer Skills

Microsoft Office Word

Microsoft Excel

Hard Working

Highly responsible and reliable

Tally/Busy

## Hobbies

Playing Cricket, Chess,

Watching Comedy Show

## Languages

Hindi and English

- MARKS Ist Year CGPA = 6.75
- MARKS 2nd Year CGPA=7.00
- MARKS 3rd Year CGPA=7.25